**RESUME**

***Ramesh Dagadu Dutonde***

*C/o: “Maher” Sanstha,*

*Bhima Koregaon, Vadu (B).*

*Tal – Shirur , Pune.*

*Mob: 09673491239*

*Email:* [*dutonderamesh@gmail.com*](mailto:dutonderamesh@gmail.com)

**OBJECTIVE:** Seeking Challenging Carrier in CSR and Social work through the organized field which will recognize and utilize my skills fully and offer me a position requiring innovative and creative ideas, where continuous growth and learning are a way of life.

**EDUCATIONAL QUALIFICATION:**

1. Passed SSC in 2000 in Second class.
2. Passed HSC in 2002 in Second Class.
3. Passed B.Com 2005 in second class.
4. Passed MSW in Community Development in 2008 with second class.

**WORK EXEPERIENCE:**

**1. Maher Sanstha (NGO) From.May to till the Date.**

A well established and internationally recognized NGO which working in various sectors like women empowerment, orphanage, social work, addiction, agriculture, mentally retarded and destitute women and children, tribal and local people. Having various branches in all over India. Working at the capacity of the Social Worker and handling the independent charge of orphanage home and the all over project coordinator for the 20 SHG .

**Administration:**

1. **Coordinating**: with local legal authorities like Grampanchayat, Police station, Observation home, co-operative societies, school colleges, management institutes and companies.
2. **General Admin**: Handling core administration of Orphanage home like facilities management.
3. **Budgeting**: The annual expenses for the food, clothing, stationary, schooling, traveling and various events of the unit.
4. **Event Management:** Managing the visits of the foreignersto the various units, organizing meeting with the farmers, women, youths, students for various subjects and issues**.**
5. **Job Fairs:** Keeping data of the government skim for the tribal people and provide to them. Given to information to them about Reshan Card , Adhar Card Voting Card , & Cast Certificate. unemployed youth and the companies who are ready to provide job and organizing the job fair for nearby villages.
6. **Statutory Compliance:** Handling and coordinating statutory compliances related to orphanage home and other related issues.

**Professional Social Work:**

1. **Counseling:** Day to day counseling of the school children and orphanage, and regular meeting with farmers, women and youth on various issues.
2. **Formation of SHG:** Forming the groups of the women and youth for the self development with concept of saving and micro finance.
3. **Awareness Programme:** Organizing the street plays, lectures, meetings, presentations on various social issues for all categories of the people.
4. **Campaigning:** Organizing various campaigns with the local authorities on various social, economical issues like HIV AIDS, Addiction, save girl child, women education, dowry, small skill business, water harvesting, etc.
5. Coordinating with the local donors for the social awareness programs.

**Achievements:**

1. Organized, motivated and executed movement of “Daru Bandi” in local area with the help of local women and Grampanchyat.
2. Successfully admitted the destitute students in various schools and colleges.
3. Organized various sessions for the awareness of women for different issue.
4. Successfully arranged of “Summer Sports Camp” in Maher Sanstha.
5. Successfully arranged of “Balmelava” in Maher Sanstha.
6. Successfully arranged of “Women’s Day” in Maher Sanstha.
7. Successfully arranged of “Explore visit” For tribal people in Maher Sanstha.

**Project & Research:**

**“*“A Study on Participation of the Villagers in Cleanliness”.* .**

**Placement:**

**Case Work & Group-** 1 ] Handicap Development & Rehabilitation Sanstha. (Buldhana)

2] Z.P.Primary School (Buldhana)

**Rural Camp :**

Through Rural Camp we aware the people about Education, Child Labor, Child Marriage, Dowry work, cleanness etc.

At.Post. Pangri Tal. Buldhana Dist. .Buldhana

**Training/Seminar Attended:**

1. Attended the training skill development.
2. Attended training on gender equality
3. Attend Training about SHG Federation
4. Attend Training about Communication Skill
5. Attended workshop about DOT provider.

**Computer Proficiency:**

1. MS-Office, MS-Word, Power Point
2. Internet Surfing
3. Typing English 30 Speed,
4. Passed MS-CIT

**Personal Details:**

**Permanent Address -:**

At.Borakhedi TAL. Motala DIST. Buldhana – Pin – 443103.

Language Known - Marathi, Hindi, English

Mother tongue - Marathi

Date of Birth - Sept.2nd ,1984

Marital Status - unmarried.

Nationality - Indian

Place: Pune

Date: 19-09-2015 Ramesh Dagadu Dutonde